

# Accounting Series Proposal

# Vision

- Provide managers and executives with needed financial expertise
- Moving the state forward

# Goals

- To provide state and agency management with reliable financial data and analysis.
- Establish a framework for the development of a professional workforce with accounting expertise.
- To promote the highest degree of professional accounting knowledge, integrity and ethics in our state government.
- Develop a financial management career concept to support our current environment.

# Background

- Review began September, 2003
- Informational Resources
  - State Statutes/Regulations
  - Other States
  - Internal survey
  - Federal Government
  - Textbooks
  - Universities

# Committee Members

• LaVerne Brondel	Natural Resources	751-3016
• Jim Carder	Retired	
• Mike Clark	Mental Health	751-1410
• Vandee DeVore	Office of Administration	522-5863
• Natoma Elliott	Economic Development	526-8211
• Shirley Gerling	Insurance	751-4439
• Steve Hope	Insurance	751-6798
• Denise Horn	Agriculture	751-7751
• Guy Krause	Office of Administration	751-4232
• Lenard Lenger	Corrections	526-6441
• Theresa McDonald	Social Services	526-8758
• Bruce Prenger (facilitator)	Office of Administration	751-5842
• Marleen Richardson	Corrections	526-6480

# Scope/Focus

- Preliminary review included (class title and date of last class specification revision):
  - Accountant I (1977)
  - Accountant II (1983)
  - Accountant III (1983)
  - Accounting Analyst I (1978)
  - Accounting Analyst II (1979)
  - Accounting Analyst III (1979)
  - Account Clerk I (1977)
  - Account Clerk II (1977)

## Scope/Focus (cont.)

- Initial effort focused on revising Accountant series – decision made to develop new series.
- Current specs do not reflect today's needs
- Misleading
- Focus on Transaction Processing and clerical support

# Bookkeeping or Accounting

- Clerical side of accounting
- Routine transactions
- Day-to-day recordkeeping

Interpretation & use of accounting data

Evaluating efficiency of operations

Complex financial reporting

Forecasts

Accounting systems

Years of study

Continuing Professional Education

- Proficient: few weeks/months



# External Factors

- Legislation
  - Performance Based Budgeting
  - Sarbanes-Oxley Act of 2002
  - New Yellow Book
- Changing Profession
- Changing Environment
  - Accountability
  - Taxpayers expectations
  - Legislative Term Limits

# Internal Factors

- SAM II System
- Recruitment and retention of qualified and productive staff

# Solution

- Incorporate accounting data and analysis into:
  - Planning
  - Budgeting
  - Accounting
  - Management
  - Decision Support
- These should not be a series of “independent” activities
- Utilizes professional accounting skills and expertise

# Remedy

- Highly qualified personnel
  - New standards for accounting profession and state requirements
  - Corrects an imbalance in skills and knowledge
  - Staff having the knowledge, experience and judgment needed to handle and ensure compliance with:
    - Accountability reports
    - Performance Reporting
    - Integrated financial management systems

# Changing Our Expectations

(External & Internal)

- Broader analytic and decision support
- Shift in workforce qualifications
- Moving away from transaction support
- Data analysis vs. data collection
- Uncertain financial future
- Critical need for multi-skilled personnel

# Greater Demand

- Integrated financial information
- Cost analysis
- Budget evaluation
- Performance/Program evaluation
- Systems and analysis
- Broader competencies and capabilities
- Human capital (staff is most important resource)

# Proposal

- New job series proposed - three levels
  - Accounting Specialist I \* Pay Range 22
  - Accounting Specialist II \* Pay Range 25
  - Accounting Specialist III Pay Range 29
- \* Multi-Allocated—three year experience requirement
- Career Path
- New specifications
- Paradigm Shift

# Competencies

- Knowledges, skills and abilities
- Designed to reflect the growth of accountants knowledge
- Cost accounting
- Internal Controls
- Auditing
- Capital planning
- Information Technology



# Qualification Standards

- Bachelor's degree in accounting
- Recognition of professional certification

# Strategies

- Acknowledging the need for change
- Establish consistent leadership and vision
- Broader financial management career concept
- Recruitment strategy
- Commit to developing employees
- Commit to retaining employees
- Education and training
  - Agency
  - Individual

## Next Steps

- Distribution of draft class specifications for agency review and comment
- Finalize draft specifications and proposal
- Office of Administration management endorsement
- Submit for PAB consideration/approval